



MEETING MINUTES

January 24, 2023

7:30 PM

Approved

In attendance (via video conference): L. Schack, Chairman, W. Quinn, Vice-Chairman, H. Harper, Member, J. Samarco, Member, G. Matthew Brown, P.E., DEE, Authority Administrator and Karl Schmit, P.E. and David Schlott, Jr., P.E., ARRO Consulting, Inc.

Call to Order

L. Schack called the meeting to order at 7:33 PM.

2023 Reorganization

L. Schack turned the meeting over to M. Brown to conduct the appointment of the 2023 Chairman. M. Brown noted the memo in the packet identifying the rotation process for the Chair as used by the Authority in the past. L. Schack then made a motion to appoint W. Quinn as Chairman for 2023. H. Harper seconded. It was so moved. M. Brown turned the meeting back to the new Chair.

W. Quinn then noted the memo stating the next Vice-Chair per the rotation, and per the discussion the previous month based upon comfort and familiarity would be H. Harper. Mr. Harper noted he could serve for 2023 but would not be extending his tenure beyond that. L. Schack then moved to appoint H. Harper Vice-Chair for 2023. J. Samarco seconded. It was so moved.

L. Schack then moved to appoint the professional staff for 2023. This included:
Authority Administrator – G. Matthew Brown, P.E., DEE
Authority Solicitor – Christopher E. Frantz, Esq.
Authority Engineer – ARRO Consulting, Inc.
Authority Operator – Clean Water, Inc.
J. Samarco seconded the motion. It was so moved.

Approval of Minutes

Draft minutes of the December 27, 2022, meeting were reviewed. H. Harper moved to approve the minutes as presented. L. Schack seconded. It was so moved.

Approval of Payments

Following a brief discussion and questions, L. Schack moved to approve the payments for January 2023. H. Harper seconded. It was so moved.

Treasurer's Report

Following a brief discussion and questions, L. Schack made a motion to accept the balance sheet and the statement of revenue and expenses as submitted in good faith by the Township Treasurer. H. Harper seconded. It was so moved.

Authority Administration Reports

M. Brown noted that all facilities were operating well and within permit.

M. Brown provided a monthly update on land available for disposal. He noted there was no update from the developer looking to partner with the Authority for land procurement in West Vincent Township (WVT). M. Brown noted he would continue to monitor the progress of the project. He also noted a parcel of land owned by the Senn family that was under discussion between the family and the Township for potential acquisition. M. Brown noted that approximately 15 years ago the Authority had looked at possibly using the parcel as disposal area. He noted that a Phase I Environmental Review had been done toward determining that suitability. The site had been used for commercial / industrial activities and while the soils appeared at the time to be moderately well-drained, further study was recommended. At that time it was suggested by the consultant that a Phase II Environmental Assessment be done. M. Brown noted he had discussed the parcel with the Township Manager and was suggesting that due to the Authority need for disposal area, it would be worthwhile to further the environmental studies on the parcel. L. Schack then moved, H. Harper seconded, to authorize further environmental study of the parcel for potential use as a disposal area. It was so moved.

M. Brown also noted an area owned by the HOA for the Frame development had historical potential for disposal. He asked for a consensus of the Authority to begin discussions with them. A unanimous consensus was provided.

M. Brown noted the draft Act 537 Plan questions and comments had been addressed by ARRO and the Township and would be forwarded to PADEP shortly.

M. Brown noted and reviewed the contract update for ARRO's services. He noted a copy of the contract was included in the packet. W. Quinn moved to accept the contract and authorize the Chair or Vice-Chair to execute it for 2023. L. Schack seconded. It was so moved.

M. Brown noted a suggestion provided a few months earlier for a tree-planting with a plaque to be installed in the park at Upland Farm to commemorate the service to the Township by Don Carlson. It was the consensus of the Authority that this was the direction they wanted to take. M. Brown said he would coordinate with the Township staff.

Following several additional questions and a brief discussion on the reports, H. Harper made a motion to accept the Authority Administration Reports as submitted. L. Schack seconded. It was so moved.

Approval of 2023 Draft Capital and Operating Budgets

M. Brown noted the 2023 draft Capital and Operating budgets submitted in December and included in the January packet. He noted the email received from B. Watts regarding consideration of a rate increase to help fund purchase of additional disposal area. The budget as presented reflected no rate increase. M. Brown noted the last time the Authority had a rate increase was 2018 for approximately 8%. He noted that in the approximately 20 years that the Route 100 system had been in operation, which was the only rate increase that had ever occurred.

A discussion ensued about the funding needs and available for the Authority over the next several years. M. Brown reviewed for the Authority current estimates. W. Quinn requested that M. Brown summarize the figures in a memo for the Authority to consider. M. Brown said he would and noted the last rate increase occurred on the start of a billing quarter...April 1. He said he would work with the engineer to update all figures and consider the possible grant applications in process.

H. Harper then made a motion to approve the 2023 Operating and Capital Budgets as submitted. L. Schack seconded. It was discussed that the Authority could make a change in subsequent months should the memo reviewing financial needs warrant it. It was so moved.

Open Session

Jack Shire of Quail Run Road was present and asked about the status of the sewerage installation in Meadow Creek. M. Brown provided a summary.

Next Meeting Date: February 28, 2023 - 7:30 PM

W. Quinn noted the date and time of the next meeting of the Authority. M. Brown noted that the meeting would be virtual.

Adjournment

There being no further business to be brought before the Authority, H. Harper made a motion to adjourn the meeting at 8:45 PM. L. Schack seconded. It was so moved.

Respectfully submitted,

G. Matthew Brown, P.E., DEE
Authority Administrator